

Faculty of Medicine Catering/Hosting Policy

Office of Accountability:	Administrative Services
Office of Administrative Responsibility:	Administrative Services
Approver:	Dean, Faculty of Medicine
Approval Date:	26 May 2014
Review Date:	26 May 2017

Definitions

Finance Office	Section of the Faculty of Medicine office responsible for, but not limited to: Finance, Human Resources, Policy, Facilities Management
Catering	Provision of food and/or beverages during academic activities
Hosting	Where a faculty member entertains guest(s) in a social or official capacity

Overview

Many academic activities within the Faculty of Medicine (**FoM**) are of duration or timing that the provision of food/beverages may be appropriate. Similarly, entertainment as a recruitment activity, visitors to the faculty, and special circumstances warrant hosting in a restaurant or home.

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Purpose

This policy acknowledges the status of the FoM as part of a publicly-funded institution and the level of public accountability required by that status

To outline the authority and methods for approval of **catering** or **hosting** expenses related to FoM, in accordance with the Memorial University [Hosting Policy](#).

Scope

All funds administered by the FoM.

Policy

1.0 Pre-approval

1.1 All planned **catering** or **hosting** expenditures must be pre-approved and meet eligibility criteria as outlined in Appendix A.

1.1.1 No expenditure should be incurred until notified of final decision.

2.0 Deviations

2.1 It is the responsibility of the requester to know what requires approval for deviation.

2.2 Deviations may be considered on a case-by-case basis. Such deviations must be pre-approved by the Dean or the Office of the Provost and Vice-President (Academic).

2.2.1 Requests that require consideration by the Provost normally require more than two weeks' notice.



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3.0 Quotes

- 3.1 Quotes are required when the estimated cost is greater than or equal to \$1,000.
 - 3.1.1 If the estimated cost ranges from \$1,000 to \$2,499.99, three (3) verbal quotes are required.
 - 3.1.2 If the estimated cost ranges from \$2,500 to \$9,999.99, three (3) written quotes are required.
 - 3.1.3 If the estimated cost exceeds \$10,000, a public tender is required.

4.0 Alcohol

- 4.1 Alcohol costs must be included as a separate line item when submitting expenses.
- 4.2 The alcohol cost will be deducted from expense claims if the request for reimbursement exceeds the maximum allowable amount.

Consequences

Failure to submit a request for pre-approval could result in the expenditures not being reimbursed.

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Procedure

A.0 Pre-approval (see Pre-Approval Procedure Flow Chart below)

- A.1 Complete the *Faculty of Medicine Catering/Hosting Pre-approval Form* (the “Form”).
- A.2 Submit the Form to the **Finance Office** (FO) at least 10 business days prior to the activity/event.
- A.3 Form reviewed by the FO.
 - A.3.1 If further consideration is required, the FO will forward the Form to the Dean or the Office of the Provost and Vice-President (Academic).
- A.4 The FO communicates approval, with or without limits, or denial back to the requesting Division/Discipline/Unit.

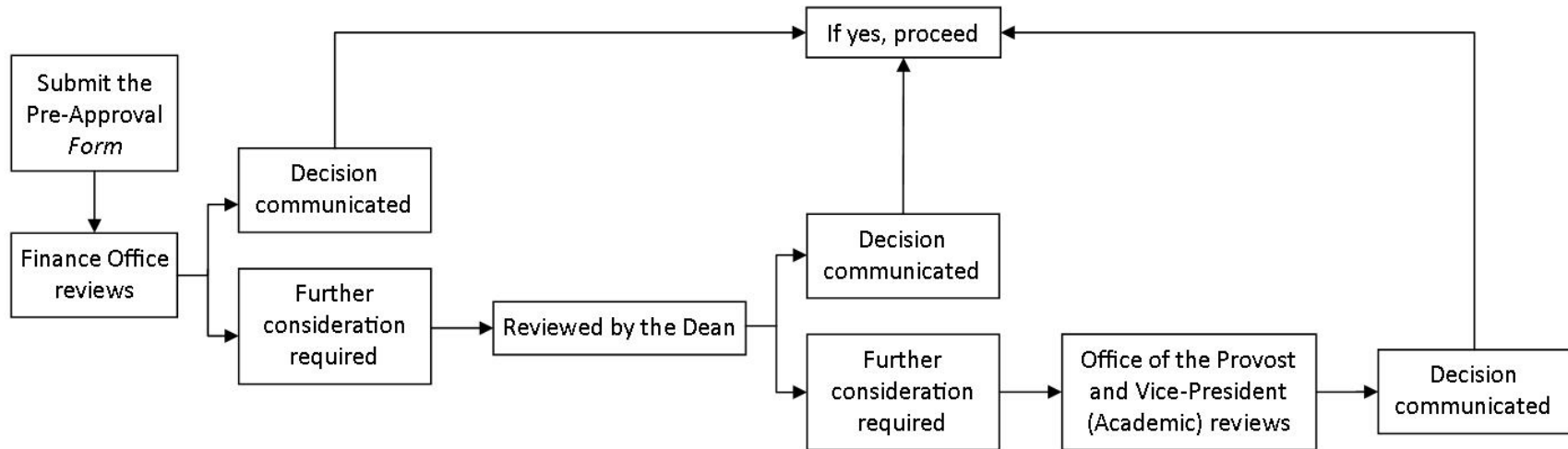
B.0 Purchase of Goods and/or Services

- B.1 If reimbursement is required, see [Procedure for Departmental Requisitions](#).
- B.2 If an internal requisition is used, see [Procedures for Using Purchase Orders](#).
- B.3 If a procurement card is used, see [Procedure for Using Procurement Card](#).

Related Links

[Faculty of Medicine Discipline Funds and Operating Budget Expenses](#)
[Faculty of Medicine Catering/Hosting Pre-Approval Form](#)
[Schedule of Reimbursable Expenses](#)
[University Hosting Policy](#)
[University Alcohol Policy](#)

Faculty of Medicine Catering/Hosting Policy Approval Procedure Flow Chart



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Appendix A Eligibility criteria

Expenditure Appropriate		Expenditure Not Appropriate
<p>Memorial University approved Details in Memorial University Hosting Policy</p> <ul style="list-style-type: none"> • All official visitors to the University • Prospective faculty, staff and graduate students • Distinguished visiting lecturers. • Workshops, retreats, seminars and business meetings involving University faculty and staff. • Working luncheons when it is the only available time for essential meetings to occur. • An annual reception for standardized patients utilized in academic exercises. • Receptions following public lectures funded by trust funds or sponsored donations. Discretion should be exercised on the determination of the total number of guests. • Public receptions to recognize the contribution of a major benefactor. Discretion should be exercised to balance the number of guests and the size of the donation. 	<p>Faculty of Medicine approved Including but not limited to</p> <ul style="list-style-type: none"> • Accreditation surveys RCPSC and CFPC • Comprehensive exams for PhD candidates • Faculty/resident retreats • Graduate student orientation • Interviews – CaRMS, admissions • Meetings of students with seminar speakers • Out-of-town educational program site visits • Research Days or Forums • Resident orientation day • internal and external program reviews • Visiting lectures and seminars 	<p>Including but not limited to</p> <ul style="list-style-type: none"> • Social functions such as Christmas parties • Retirement functions for University employees • Luncheons or dinners attended solely by University employees • Beverages and refreshments for the general use of faculty, staff and students • Activities involving students, where the number of faculty exceeds the number of students • Activities involving spouses of faculty or staff, except when hosting prospective faculty who are accompanied by a spouse • Sightseeing trips for prospective University employee • University employees hosting other University employees • Regular department or faculty/staff meetings attended solely by employee